

Chapter 5: Adjustments to Awards

HIGHLIGHTS OF CHAPTER:

- Types of Project Changes
- Notification
- Reprogramming of Funds
- Address Changes

All requests for programmatic and/or administrative budget changes must be submitted in a timely manner by the recipient/subrecipient. All requests for changes to the approved award shall be carefully reviewed by the applicable authority for both consistency with this Guide and their contribution to project goals and objectives.

TYPES OF PROJECT CHANGES

1. Change in project site.
2. Changes which increase or decrease the total cost of the project.
3. Change in approved budget categories in excess of 10 percent of the total award amount.
Movement of dollars between approved budget categories is allowed up to 10 percent of the total budget cost (total award amount) as last approved by the awarding agency provided there is no change in project scope. When the cumulative changes exceed 10 percent of the total award amount (includes the initial award plus the supplements) or change the scope of the project, prior approval from the awarding agency is required. (This 10-percent rule applies to awards over \$100,000; however, if the total award is equal to or less than \$100,000 and the scope of the project doesn't change, PRIOR APPROVAL IS NOT REQUIRED.)
4. Change in or temporary absence of the project manager/director.
5. Transfer of project.
6. Successor in interest and name change agreements.
7. Addition of an item to the project budget requiring prior approval.
8. Retirement of special conditions, if required.
9. Change in period (no cost extension).
10. Change in the scope of the programmatic activities or purpose of the project (includes goals and objectives).

NOTIFICATION

All recipients must give prompt notification in writing to the awarding agency of events or proposed changes which may require an adjustment/notification. In requesting an adjustment, the recipient must set forth the reasons and basis for the proposed change and any other data deemed helpful for awarding agency review.